

5 January 1959

MEMORANDUM FOR: Assistant Director, CR

SUBJECT : Program for Implementing Recommendations of the Consultants and the Task Teams

REFERENCE : Central Reference Advisory Group (CRAG) 16-58, dated 12 June 1958, Phase II Program: Item #3, Storage and Retrieval

The status of Document Division projects as listed in the above reference is as follows:

- Implement a Document Title Expansion Program - TTR/1-5

Action Date: August and September 1958

Action: (1) In the 7 months (June-December 1958), approximately 50% of the documents indexed (103,557) had titles expanded or abstracts written (52,731). Title expansions alone during that period (47,170) represent almost a 100% increase over previous years.

(2) the 1st draft of a Guide on How to Write Abstracts and Title Expansions has been prepared (November 1958). The Guide should be in final form and ready for use by February 1959.

- Initiate Pilot Project for Selective Indexing of FBIS Daily Reports - TTR/3-30

Action Date: August and September 1958

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- Revise Intelligence Subject Code to Make it a Community Code - TTR/3-29

Action Date: Revision completed by January 1959

Action: Entire year of 1958 has been devoted to a revision of the ISC. First draft will be distributed to the CODIB Working Group mid-January 1959. Final revision is expected approximately September 1959.

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- Conduct Pilot Operation in Analysis Branch of Document Division to Increase the Subject Specialization of the Coding Staff - TTR/1-4; TTR/3-29

Action Date: August and September 1958

Action: Plans have been delayed because of (1) the revision of the ISC and (2) the proposed plans for a Minicard Pilot Operation which will pull manpower from the Analysis Branch. This additional load on the coding staff precludes a pilot operation in subject specialization while the Minicard pilot operation is in progress (6-9 months).

- Review Nodex Policy and Standards of Practice.

Action Date: August and September 1958

Action: A new list of Nodex Standards has been prepared and will be distributed to interested offices for comment.

- General: Begin Implementation of Relevant Recommendations of Intellofax Task Team Report With Limitations of Ceiling and Space Restrictions.

1. An annually revised card count, code by code, to supplement code book. TTR/1-4 - No Action.
2. Ratio of coders to reviewers should be such that all documents can be reviewed, if necessary. TTR/1-34; 1-37 - No Action - Personnel Ceiling.
3. Senior Document Analysts should be given more formal training in principles of classification. TTR/1-4 - No Action.
4. A rotation system - each Senior Document Analyst to serve on Composite Group. TTR/1-6; 1-46; 1-4; 1-50 - In effect since January 1958.
5. Follow-up by Composite Group - TTR/1-3 - Follow-ups are not made on a regular basis. Program was partially accomplished by initial Composite Group as part of their report.
6. Code book containing adequate and full cross referencing. TTR/1-3; 1-31 - New ISC will encompass this.
7. Full alphabetical dictionary subject heading index containing cross references and scope notes - TTR/1-4 - New ISC.

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8. Authority File - TIR/1-4; 1-32 - Maintained only alphabetically at present and not in numerical order for new concepts.
9. Model Numbers or Types - TIR/1-28 - Place names, etc. presently included in title expansions and abstracts.
10. Training of some coders in citation methods, e.g., a tour with N.Y. Times Index - TIR/1-4 - No Action.

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Chief, Document Division

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